

Technology Guidelines For Conference Room Team

TV Setup:

1. The remote control is set to work both TVs so point to the one you want to turn on/off.
2. Connect AV cable to each TV. There is a cable that goes along wall over chalk board. **Note:** one TV will be in chapel on Thursday night. Humbles should bring in and setup but this is in case they don't hook it up.
3. Make sure that the TVs are plugged in to power source.

Computer Setup:

1. Make sure computer is on table.
2. Computer is connected to power source.
3. AV adapter is plugged into side of computer.
4. AV cord is connected to adapter and TV closest to computer.
5. PowerPoint presentations are put on computer. Suggest a folder on desktop with Walk number and all presentation be copied to that file.
6. There is a splitter one male to two female to connect audio cables to amplifier or TV if needed. To do this plug the male end into the second hole from the back on the right side of laptop as you face it. It has a picture of headphones on it. Plug the other in into the amplifier or TV. The cable sizes to them will be different going to the receiving device.

Note: Volume needs to be turned on the computer. It should be on but if when setting up it does not work, look along the bottom in what is called the tray and you will find a speaker icon. Double click that icon and it will bring up the volume control. Un-mute the system. **This is provided if it is needed. It will not be hooked up in setup.**

PowerPoint Operation:

For those who are not familiar with the operation of PowerPoint here are a few simple suggestions to make it easier.

1. Turn on computer (if not on)
2. Open Walk file (if not open)
3. First slide should be **black** or without words.
4. Once file opens press F5. This will bring up presentation viewer. Place pointer (mouse arrow on screen) in middle of picture showing on the screen.
5. You are now ready to begin once speaker is ready.
6. Right arrow to advance.
7. Left arrow to back up if you went too far.

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8. When show ends it will put up a black slide, press esc (top left of keyboard and screen will go black.

DeColores!